

LEAD SCHOOL BUS DRIVER

GRADE 18

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Under the supervision of the Director of Transportation, this position safely drives school bus to pick up and deliver students/passengers between specified locations such as to/from schools, established bus stops, homes/neighborhoods, special events, field trips, work programs, speech/counseling specialists, or other locations. Lead Drivers serve as driver/aide representatives/liasons to Transportation Administration and provide limited supervision of assigned drivers and aides. Provides leadership to their assigned cohort of drivers and aides.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Distributes and collects documents, assists Transportation staff in planning, schedules, and directs daily school bus operations. Provides guidance, training, and assistance to other school bus staff members to ensure bus operations is in compliance with school division policies and regulations, Transportation Services operating procedures, directives and instructions and state laws.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Drives school bus or other passenger vehicle to transport school students, school staff, parents/chaperones, or other passengers over designated routes; monitors traffic conditions surrounding bus to identify pedestrians, obstructions, or unsafe traffic conditions.
- Understands and complies with conditions of the bus driver contract, published regulations, written department operating procedures and a supervisor's verbal instructions.
- Acts as liaison between school administrators, parents, students and or drivers/aides, responding to both written and verbal concerns.
- Observes on road bus operations as it relates to safety and compliance with schedules routes and times.
- Familiarizes school bus drivers and aides with the features of buses or bus equipment, including special equipment, and restraint systems.
- Observes on-road performance of drivers, and if needed, gives instructions to correct improper performance practices.
- Evaluates drivers' and aides' annual performance.
- Validates skills and abilities of newly assigned drivers/aides.
- Distributes correspondence to employees.
- Investigates School Board vehicle accidents and completes required reports.
- Obtains information and coordinates with the Routing Coordinator to effectively correct bus overload/underload situations.
- Adheres to established policies, regulations, and procedures.
- Attends required meetings and training.
- Promotes a professional and positive image of the student transportation system.
- Represents the Transportation Department as needed.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of state, school division and transportation services' policies, practices, and procedures; general knowledge of the county's street and road systems and a thorough knowledge of the local street and road systems within assigned area of operation; knowledge of basic computer functions.; ability to provide leadership and foster good human relations with school administrators, parents, employees and staff members dealing fairly, impartially, and tactfully; Ability to recognize problems and potential problem areas as well as provide problem solving assistance.; willingly and cooperatively performs duties that may not be specifically listed, but are within the general occupational area of responsibility and level; ability to establish and maintain effective working relationships with school officials, students and parents; ability to follow oral and written directions; and sufficient strength to move, lift, and secure students and equipment.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school; at least 5 years of experience as a Fauquier County school bus driver; prior managerial/supervisory experience is preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PHYSICAL REQUIREMENTS:

This is medium work requiring the ability to lift, pull or drag fifty (50) pounds frequently, up to 150 pounds with assistance; work requires sitting, climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and repetitive motions, use hands to handle or feel objects, tools, or controls; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; and visual inspection involving small defects and/or small parts and observing general surroundings and activities. The employee must be able to smell smoke, fuel, and other odors.

SPECIAL REQUIREMENTS:

Must maintain a valid Commercial Driver's License with appropriate endorsements.